

U.S. GOVERNMENT PRINTING OFFICE  
Atlanta, GA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Various Newsletters

as requisitioned from the U.S. Government Printing Office (GPO) by the

Internal Revenue Service

Single Award in each of Three Categories

TERM OF CONTRACT: The term of this contract is for one year (Date of Award through August 31, 2001) and four option years. Special attention is directed to the following provision and clauses in Section 1 of this contract: "Option to Extend the Term of the Contract" and "Economic Price Adjustment.

NOTE: Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, the followed in parenthesis by the inch/pound equivalent. At a future date, metric measurements will be used exclusively in all specifications.

**BIDDERS, PLEASE NOTE: THESE SPECIFICATIONS HAVE BEEN EXTENSIVELY REVISED; THEREFORE, ALL BIDDERS ARE CAUTIONED TO FAMILIARIZE THEMSELVES WITH ALL PROVISIONS OF THESE SPECIFICATIONS BEFORE BIDDING.**

NOTE: DIRECT ALL QUESTIONS OF A TECHNICAL NATURE CONCERNING THESE SPECIFICATIONS TO DEBI MERCHANT (404) 605-9160, Ext. 9173 OR E-MAIL dpace-merchant@gpo.gov. REFER ALL OTHER QUESTIONS (INCLUDING REQUEST FOR ABSTRACT) TO THE CONTRACT ADMINISTRATOR - BETTYE BRANCH (404) 605-9160, Ext. 9170 OR E-MAIL bbranch@gpo.gov. NO COLLECT CALLS.

ABSTRACT OF PREVIOUS PRICES IS AVAILABLE\*

\*if not attached or on the internet (<http://www.access.gpo.gov/procurement/abstracts/atlanta>),  
you may FAX request to (404) 605-9185/9186.

BID OPENING: Bids shall be publicly opened at 2 p.m., prevailing Atlanta, GA time on August 29, 2000.

***Bids must be submitted to: Atlanta Regional Printing Procurement Office, 1888 Emery Street NW, Suite 110, Atlanta, GA 30318-2566***

## SECTION 1.- GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 5-99)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised April 1996)).

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

**Product Quality Levels:**

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.

**Inspection Levels (from ANSI/ASQC Z1.4):**

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

**Specified Standards:** The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera Copy/Electronic Media
P-8. Halftone Match (Single and Double Impression)	Camera copy/Electronic Media
P-9. Solid and Screen Tint Color Match	Pantone Matching System Color

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government may extend the term of this contract by written notice to the contractor not later than 60 days before the contract expires. If the Government exercises an option, the extended contract shall be considered to include this provision. The total duration of this contract, including the exercise of any options under this provision, shall not exceed five years.

Notwithstanding the above paragraph, at the request of the Government, the term of any contract resulting from this solicitation may be further extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ECONOMIC PRICE ADJUSTMENT:** The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

**Price adjustment period:** For the purpose of this clause, the program years shall comply with the Term of Contract clause. There shall be no price adjustment for orders placed during the first program year of this contract.

**Price adjustment:** The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food", published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics, in the following manner:

(1) The contract price of orders placed during the second or succeeding, if any, program year(s) (excluding reimbursable postage or transportation costs) shall be modified by the percentage increase or decrease in the seasonally adjusted Consumer Price Index as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first program year of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the succeeding program year.

(2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**PAYMENT:** Submit all billing to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington, D.C. 20401.

**Additionally, the contractor is required to submit a photocopy of the billing, along with one printed sample, to GPO, ARPPPO, 1888 Emery St. NW, Suite 110, Atlanta, GA 30318-3547 ATTN: Debi Merchant, Program 1478S. FAILURE TO DO SO MAY RESULT IN NON-PAYMENT.**

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through August 31, 2001 (or August 31, 2002; 2003; 2004; and 2005 if options taken). All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/ delivery may be specified under this contract, and if the contractor will not

accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

#### **REGULATIONS GOVERNING PROCUREMENT**

The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

#### **POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION**

(a) Federal facilities are required to comply with the provisions of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11001-11050) and the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13101-13109).

(b) During performance, in whole or in part, of this contract on a Federal facility, the Contractor shall provide to the Contracting Officer all information needed by the Federal facility to comply with the emergency planning reporting requirements of Section 302 of EPCRA, the emergency notice requirements of Section 304 of EPCRA, the list of Material Data Safety Sheets required by Section 311 of EPCRA, the emergency and hazardous chemical inventory forms of Section 312 of EPCRA, and the toxic chemical release inventory of Section 313 of EPCRA, which includes the reduction and recycling information required by Section 6607 of PPA.

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of various newsletters requiring such operations as electronic prepress, proofs, filmmaking, printing, binding, labeling, packing, and distribution.

**TITLE:** Various Newsletters.

Although this is an option year contract, all the estimates, averages, etc. are based upon one year's production.

**FREQUENCY OF ORDERS:** It is anticipated that approximately 150 orders per year will be required as follows:

Category 1 - Atlanta, GA (Atlanta Field Pub. Ser.) - 85 orders  
Category 2 - Florence, KY (Cincinnati Office.) - 30 orders  
Category 3 - New York, NY (New York Office) - 35 orders

**QUANTITY/NUMBER OF PAGES:** It is anticipated that approximately 450 to 8,100 copies per order consisting of 4 to 16 pages per order, with averages as follows:

Category 1 - average 8 pages, 3,600 copies;  
Category 2 - average 8 pages, 3,500 copies;  
Category 3 - average 12 pages, 2,400 copies.

**TRIM SIZE:** 216 x 279 mm (8-1/2 x 11").

**GOVERNMENT TO FURNISH:** Camera ready copy (majority of the text throughout the year) with windows or keylines for illustrations.

Note: Usually camera copy will not be color separated. Copy will be all black, and contractor will be required to follow markup for color breaks and separate the camera copy.

Line art, photoprints (usually color; however black & white also), and digital photos to be reproduced at various focuses.

Electronic Media (approximately 30% of the orders - based upon past performance usually consists of photos/illustrations; occasionally contains text pages):

Platform: Macintosh 7.x operating system, or IBM, or Compatible, Windows NT operating system

Storage Media: Disks (3-1/2"), Zip 100MB, FTP site, and e-mail.

Software: Programs used on the both platforms will be Adobe PageMaker 6.5, Adobe Illustrator 8.0, Adobe PhotoShop 5.0, Kodak Photo Deluxe, Arc Soft Photo Studio, and Picture Works' Photo Enhancer. Additional programs used with Macintosh platforms will be PageMaker 6.0, Adobe Exchange 3.01, Adobe Illustrator 7.0, Adobe Photoshop 3.0, and QuarkXpress 4.04. Additional programs used with Windows platform will be Adobe Acrobat, Font Navigator 2.0, Corel Presentation Suite 8, Corel Presentation Drawing Suite 8. Files may be in black and white, or pantone. NOTE: Current or near current versions of the above mentioned programs will be furnished.

Files will be furnished in both native application format and PostScript format and saved as gif, TIFF, JPEG, and EPS.

Fonts: All printer and screen fonts will be furnished. The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of contract.

A visual of the furnished electronic files will be provided.

Digital photos will be produced using various cameras, such as: Kodak DC.120 and DC 260 Zoom, Pentax IQ Zoom 160, Sony Mavica MVC-FD71, Epson PC 700, Canon EOS/650, and Olympus D320 (Models L & R). The software used to manipulate the image is Kodak Picture Transfer (version 1.0) and Pictureworks Photoenhancer (version 3.2). A 3-1/2" diskette containing a TIFF file along with a printout (printout is for identification only, NOT for reproduction) will be provided.

GPO Form 952 "Desktop Publishing - Disk Information" will be provided with all disks.

When labeling is required, pressure sensitive labels - either 102 x 25mm (4 x 1") label or 102 x 89mm (4 x 3-1/2") label on a 330 x 279mm (13 x 11") carrier (3 across), or 102 x 37mm (4 x 1-7/16") label on a 121mm (4-3/4") pinfed carrier (1 across). Mailing labels will be zip code sorted.

Print orders.

Facsimile, GPO Form 905 (current revision) or IRS Equivalent (Form 6153 - current revision) with labeling and marking specifications.

Facsimile Transmission Sheets.

A supply of blue labels and selection certificates for shipping Departmental Random Copies.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy, electronic media, or film, must not print on finished product.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the Compliance Section, ARPPO, (404) 605-9160, Ext. 9167 or Ext. 9169.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

The contractor shall make all revisions to the electronic files.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

Contractor is required to make minor corrections/manipulations at no additional cost to the Government; however, major revision/manipulations required shall be immediately brought to the attention of ARPPO for equitable resolution.

**FILMS:** Films required on all orders, unless contractor chooses to be directly from electronic media to plate; however, all quality levels **MUST** be maintained.

Color separation by masking or opaquing required on furnished camera copy.

It is anticipated that there will be from 1 to approximately 75 illustrations (includes halftones, line illustrations, and background screens) ordered per issue as follows: approximately 79% of the orders in Category 1, approximately 100% of the orders in Category 2, and approximately 62% of the orders in Category 3. All halftones are to be 133-line screen or finer.

NOTE: Contractor will be allowed charges for illustrations **ONLY WHEN A SEPARATE** exposure is required. Occasionally, even when illustrations are an integral part of the camera copy, contractor may be required to shoot as a separate exposure to insure finer detail, as indicated on the print order.

Films may be opaqued on either the emulsion or non-emulsion side.

Most of the illustrations will be in the 1 to 25 square inch group.

Special processing of illustrations will be required throughout the term of the contract. Special processing is defined as, but not limited to; outlining, reverses, screen backgrounds, rule borders around illustrations, etc.

Films may be destroyed 10 days after delivery of the finished product, except those ordered held for reuse in subsequent orders.

PROOFS: It is anticipated that approximately 63% of the orders in Category 1, occasional orders in Category 2, and approximately 50% of the orders in Category 3 will require one set of properly paginated composed proofs on two-sided dylux or similar. Proofs should show product as it will appear in its completed state, with color breaks clearly indicated, and all screens, photographs, and drop tints in place.

The contractor will be responsible for performing all necessary proofreading to insure that the proofs are in conformity with the copy submitted.

Proofs must be clean, free of ink smudges, with all images clearly legible. All proofs must be collated in sets, numbered sequentially, and have a one-inch clear margin on all sides. Proofs must be identified with the jacket number, program number, print order number, and proof date, at least 13mm (1/2") from the type area. The contractor's firm name must not appear on any proofs.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an "OK to print."

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

NOTICE: Copies of the "Government Paper Specifications Standards, No. 11," dated February 1999, are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402; or on the GPO web site @ <http://www.gpo.gov/qualitycontrol/paperspecs/index.html>.

All paper used in each copy must be of a uniform shade.

White Offset Book, grammage 90 g/m<sup>2</sup> (basis weight: 60 lbs per 500 sheets, 25 x 38"), equal to JCP Code A60.

PRINTING: Print head-to-head in a single color of ink (usually black), and one additional color on approximately 90% of the pages.

Match Pantone number as indicated on the print order.

Occasionally, facing pages may print to and must align across the bind.

All printing must be achieved via offset method.

**INK:** If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high speed heat-set presses is excepted when slow drying time significantly increases production costs.

**MARGINS:** Margins will be as indicated on the print order or furnished copy. It is anticipated that bleeds will occur on approximately 30% of the orders.

**BINDING:** Four-, eight-, and twelve-page products fold and trim three sides.

Most of the six-page products will fold from 648 x 279mm (25-1/2 x 11") to 216 x 279mm (8-1/2 x 11") using two parallel folds.

All eight-page and twelve-page products saddle-stitch in two places.

Occasionally the contractor may be required to insert a center leaf into either a four-page or eight-page product, thereby producing a six-page or ten-page product. The center leaf trims four sides.

Orders in both Category 1 (approximately 16% of the orders) and Category 3 (approximately 23% of the orders) will require approximately 250 and 1,100 copies (respectively) to final fold (with mailing indicia out) to 216 x 140 mm (8-1/2 x 5-1/2") and seal with mailing tab along the 216 mm (8-1/2") edge.

**PACKING:** Pack in shipping containers. Each shipping container must not exceed 13 - 15 kg (28 - 32 pounds) when fully packed.

Shipping containers shall have a minimum bursting strength of 1 896 kPa (275 pounds per square inch) or a minimum edge crush test (ECT) of 507 kg per mm width (44 pounds per inch width).

Cartons must be corrugated or solid fiber shipping containers, 1380 kPa (200 psi) minimum bursting strength. Bottom flaps may be glued, stapled, or sealed with polyester tape 51 to 76 mm (2 to 3") width, minimum 12kNm (65 lbs./inch) transverse tensile strength). If stapled, cartons must be stapled before packing and without damage to the product. Cartons are to be sealed at the top with 51 to 76 mm (2 to 3") paper polyester taped (not reinforced). Approximate carton size is 445 x 295 x 230 mm (17-1/2 x 11-1/2 x 9"). Contractor will determine exact dimensions of carton in accordance with folded and/or trim size of the product produced.

**LABELING AND MARKING:** Reproduce shipping container label from furnished copy, fill in appropriate blanks and attach to shipping containers in accordance with the instructions at the top of the base carton label sheet.

Strict adherence to labeling specifications are required. Noncompliance with these labeling and marking specifications shall be cause for the Government to relabel and/or remark in accordance with the specifications and charge all costs thereof to the contractor.

Affix a furnished label to each copy requiring a mailing tab. (NOTE: Contractor is NOT responsible for mailing these copies **unless it is specified on the print order.**)

**SPECIAL PACKAGING/LABELING:** When indicated on the print order, contractor will be required to package items as indicated using inner and outer labels per a furnished distribution list indicating the appropriate quantities per package, etc. It is anticipated that approximately 50% of the orders in Category 3 will require this - occasionally orders in Categories 1 and 2 may require this.



**(Re-issue)**

Quantities will be subdivided into lots of 1 to 40 copies each for individual packages, either inserted into kraft envelopes or shrink-film wrapped (with chipboard backing), as indicated. The distribution list will indicate the total number of inner packages (anticipated maximum is 1,440 per order) and the total number of outer packages (anticipated maximum is 160 per order).

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Quantity Ordered	Number of Sublots
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to Atlanta, GA (Category 1), Florence, KY (Category 2), or New York, NY (Category 3). Complete address will be indicated on the print order.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

**DISTRIBUTION: Category 1:** Most of the orders require the entire quantity to deliver f.o.b. destination to one of the cities (occasionally more than one address within the same city) listed below; however, occasionally split shipments will be required to one or more of the cities listed.

Based upon past performance approximately 15% of the orders will require the contractor to mail f.o.b. contractor's city the copies prepared as self-mailers (see binding, page 8) using the postage and fees paid permit printed on the product, the balance of the copies (if any) will deliver f.o.b. destination to one or more of the cities listed below.

Atlanta, GA; Buffalo, NY; Baltimore, MD; Andover, MA; Memphis, TN; Philadelphia, PA;  
Boston, MA; Hartford, CT; Ft. Lauderdale, FL; Jacksonville, FL; Indianapolis, IN; Nashville, TN;  
Richmond, VA; Greensboro, NC, and Washington, DC.

The contractor is cautioned that "postage and fees paid" indicia may be used only for the purpose of mailing material produced under this contract.

Certificate of conformance: when using permit imprint mail the contractor must complete GPO form 712 - certificate of conformance (rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

Categories 2 and 3: Most of the orders deliver f.o.b. destination to one (occasional multiple addresses) the commercial zone of various cities as indicated below; however, occasionally, split shipments may be required to one or more of the cities listed.

#### Category 2

Florence, KY; Cincinnati, OH; and Detroit, MI.

#### Category 3

The cities within this category are close enough geographically to be considered within the same commercial zone - these cities are: Brooklyn, Brookhaven, and Manhattan, NY; and Springfield, NJ

#### All categories

Complete addresses and quantities will be furnished with the print orders.

Due to the nature of the IRS mission it may occasionally be necessary for jobs to deliver to cities other than those listed under the various categories. For this purpose, the IRS will establish an account(s) with a small parcel carrier service(s) for the purpose of distribution. **Contractor MUST use this service indicated on the print order** for any city **NOT listed** herein, and is cautioned that this account is to be used only for this contract.

Special Packaging/Labeling requirements will be required on print orders when indicated (see SPECIAL PACKAGING/LABELING paragraphs on pages 8 and 9). Generally, packages weighing 14 oz and under will ship via the USPS (1st Class Mail), and packages 14 oz and over will ship via the small carrier service indicated. If the USPS is used for these orders, the contractor is to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing.

All copies mailed must conform to the appropriate regulations in the u.s. postal service manuals for "domestic mail" or "international mail" as applicable.

Upon completion of each order, all Government material, a photocopy of the shipping info, and approximately 2 to 20 samples (average 7 for Category 1; 3 for Category 2; and 4 for Category 3) must be returned to the address listed on the print order (one of the three addresses listed under "SCHEDULE").

All expenses incidental to the pickup and return of furnished materials, submitting proofs, and furnishing samples, must be borne by the contractor.

**RECEIPT FOR DELIVERY:** Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers: total quantity delivered, number of cartons, and quantity per carton: date delivery made: and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

**SCHEDULE:** Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material will be ready for pickup upon notification by the Government.

Furnished material must be picked up from:

Category 1 - IRS, Publishing Services, 2970 Brandywine Road, Hollins Building, Room 201, Stop 061N, Chamblee, GA 30341.

Category 2 - IRS Annex, Publishing Services, 7940 Kentucky Drive, Stop 69, Florence, KY 41042-2915.

Category 3 - IRS, Publishing Services, 290 Broadway, 3rd Floor, New York, NY 10007.

The following schedules begin upon notification of the availability of each individual print order and furnished material. When notification of availability is given after 2:30 p.m. the date of notification shall be 9:00 a.m. the following workday.

Orders without proofs: Contractor must make complete production and distribution within 4 to 9\* workdays.

Orders with proofs: The numbers under the column headed "WD After" represent the number of workdays allowed to complete that certain part of the schedule.

	<u>WD After</u>
Contractor submit composited page proofs.....	3
Contractor pickup page proofs.....	1
Contractor must make complete production and distribution.....	4 - 9*

\*Based upon Government need.

The ship/deliver date indicated on the print order is the date products ordered f.o.b. destination must be delivered to the destination(s) specified, and the products ordered f.o.b. contractor's city must be delivered to the U. S. Postal Service for mailing or made available to the small carrier service indicated on the print order.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

### SECTION 3.- DETERMINATION OF AWARD

Procurement under this solicitation will be divided into three categories as follows:

- Category 1: Orders originating in Atlanta, GA
- Category 2: Orders originating in Florence, KY
- Category 3: Orders originating in New York, NY

The Government will make an award in each category since it is anticipated that one firm may not be able to meet all of the requirements. The lowest bid will be determined by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered during the term of the contract.

The following item designations correspond to those listed in the "Schedule of Prices".

#### Category 1

- |      |        |       |            |
|------|--------|-------|------------|
| I.   | (a)    | 446   |            |
|      | (b)    | 764   |            |
|      | (c)    | 449   |            |
|      | (d)    | 65    |            |
|      |        |       |            |
| II.  | (a)    | 680   | (2) 24,480 |
|      | (b)    | 612   | 22,032     |
|      |        |       |            |
| III. | (a)    | 140   |            |
|      | (b)    | 72    |            |
|      | (c)    | 469   |            |
|      | (d)    | 33    |            |
|      | (e)(1) | 682   |            |
|      | (2)    | 163   |            |
|      | (3)    | 199   |            |
|      | (4)    | 460   |            |
|      | (5)    | 12    |            |
|      | (6)    | 582   |            |
|      | (7)    | 680   |            |
|      | (8)    | 12    |            |
|      | (9)    | 62    |            |
|      | (10)   | 12    |            |
|      | (11)   | 48    |            |
|      | (12)   | 12    |            |
|      | (13)   | 12    |            |
|      | (14)   | 72    |            |
|      | (15)   | 17    |            |
|      | (f)    | 1,440 |            |
|      | (g)    | 1,440 |            |

**(Re-issue)**

Category 2

I.	(a)	206	
	(b)	500	
	(c)	235	
	(d)	5	
		(1)	(2)
II.	(a)	240	8,640
	(b)	216	7,776
III.	(a)	36	
	(b)	123	
	(c)	15	
	(d)(1)	726	
	(2)	245	
	(3)	101	
	(e)	1,440	
	(f)	1,440	

Category 3

I.	(a)	53	
	(b)	329	
	(c)	168	
	(d)	176	
		(1)	(2)
II.	(a)	420	10,080
	(b)	378	9,072
III.	(a)	24	
	(b)	26	
	(c)	237	
	(d)	88	
	(e)	12,960	
	(f)	12,960	

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#### SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all mailed shipments and those indicated for delivery via a small carrier service and f.o.b. destination for all other shipments.

Bidder must make an entry in each of the spaces provided, in the category or categories for which bids are submitted. Bidder may bid in one category and no-bid the other category. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item within the category that a bidder is bidding on may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All billing submitted to the GPO shall be based on the most economical method of production.

**The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Atlanta GPO. If such orders are placed by the agency, and no Modification is received from the Atlanta GPO, the contractor is to notify GPO Atlanta immediately. Failure to do so may result in nonpayment.**

Fractional parts of 100 will be prorated at the per 100 rate.

##### Category 1

##### I. FILMS:

Illustrations: An illustration charge will be allowed **for an element that is not furnished in position on the Government furnished material** and/or that requires a separate exposure. The price offered should include the cost of all proofs, materials, and operations required to produce the illustration in its final form as an integral part of the basic trim/page-size film.

A flat tone shall be charged as a line illustration.

- (a) Line ..... per illustration ..... \$\_\_\_\_\_
- (b) Square-finish halftone ..... per illustration ..... \$\_\_\_\_\_
- (c) Color separation (by masking or opaquing)  
for each additional color ..... per page ..... \$\_\_\_\_\_

**NOTE: A charge will be allowed under Item (c) for Government furnished camera copy only.**

\_\_\_\_\_  
(Initials)

(Return this page in triplicate.)

- (d) Outputting text pages to film/plate from  
electronic media ..... per page ..... \$\_\_\_\_\_

**NOTE: Charges under Item (d) must include accessing the electronic files, and all minor revisions/manipulations required.**

- II. COMPLETE PRODUCT: The prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications, with the exception of Items I and III.

A charge will be allowed for each 216 x 279mm (8-1/2 x 11") page of a single-color product, whether printed or blank. For products printing in more than one color, a charge under "Each additional color" will be allowed only for the pages actually printed with the additional color(s).

	Makeready and/or Setup (1)	Running Per 100 Copies (2)
(a) Printing in a single ink color ..... per page .....	\$_____	\$_____
(b) Each additional color of ink ..... per page .....	\$_____	\$_____

III. ADDITIONAL OPERATIONS.

- (a) Inserting loose pages..... per 100 copies ..... \$\_\_\_\_\_
- (b) Two parallel folds..... per 100 leaflets..... \$\_\_\_\_\_
- (c) Page proofs ..... per page ..... \$\_\_\_\_\_
- (d) Final fold to 216 x 140 mm (8-1/2 x 5-1/2") including cost of mailing tab and  
affixing mailing tab and furnished label..... per 100 copies ..... \$\_\_\_\_\_
- (e) Additional charge for delivering to the following cities:
- (1) Atlanta, GA ..... per 100 copies ..... \$\_\_\_\_\_
- (2) Buffalo, NY ..... per 100 copies ..... \$\_\_\_\_\_
- (3) Baltimore, MD ..... per 100 copies ..... \$\_\_\_\_\_
- (4) Andover, MA ..... per 100 copies ..... \$\_\_\_\_\_
- (5) Indianapolis, IN ..... per 100 copies ..... \$\_\_\_\_\_
- (6) Memphis, TN ..... per 100 copies ..... \$\_\_\_\_\_
- (7) Philadelphia, PA ..... per 100 copies ..... \$\_\_\_\_\_
- (8) Boston, MA ..... per 100 copies ..... \$\_\_\_\_\_



- (9) Hartford, CT ..... per 100 copies ..... \$ \_\_\_\_\_
- (10) Ft. Lauderdale, FL ..... per 100 copies ..... \$ \_\_\_\_\_
- (11) Jacksonville, FL ..... per 100 copies ..... \$ \_\_\_\_\_
- (12) Nashville, TN ..... per 100 copies ..... \$ \_\_\_\_\_
- (13) Richmond, VA ..... per 100 copies ..... \$ \_\_\_\_\_
- (14) Washington, DC ..... per 100 copies ..... \$ \_\_\_\_\_
- (15) Greensboro, NC ..... per 100 copies ..... \$ \_\_\_\_\_
- (f) Inserting items into kraft envelopes (including the cost of sealing  
and labeling) for inner packaging ..... each envelope ..... \$ \_\_\_\_\_
- (g) Shrink-film wrapping (including the cost of  
labeling) for inner packaging ..... each package ..... \$ \_\_\_\_\_

Category 2

I. FILMS:

Illustrations: An illustration charge will be allowed **for an element that is not furnished in position on the Government furnished material** and/or that requires a separate exposure. The price offered should include the cost of all proofs, materials, and operations required to produce the illustration in its final form as an integral part of the basic trim/page-size film.

A flat tone shall be charged as a line illustration.

- (a) Line ..... per illustration ..... \$ \_\_\_\_\_
- (b) Square-finish halftone ..... per illustration ..... \$ \_\_\_\_\_
- (c) Color separation (by masking or opaquing)  
for each additional color ..... per page ..... \$ \_\_\_\_\_

**NOTE: A charge will be allowed under Item (c) for Government furnished camera copy only.**

(d) Outputting text pages to film/plate from electronic media.....per  
page.....\$ \_\_\_\_\_

**NOTE: Charges under Item (d) must include accessing the electronic files, and all minor revisions/manipulations required.**

- II. COMPLETE PRODUCT: The prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications, with the exception of Items I and III.

A charge will be allowed for each 216 x 279mm (8-1/2 x 11") page of a single-color product, whether printed or blank. For products printing in more than one color, a charge under "Each additional color" will be allowed only for the pages actually printed with the additional color(s).

	Makeready and/or Setup (1)	Running Per 100 Copies (2)
(a) Printing in a single ink color..... per page.....	\$.....	\$.....
(b) Each additional color of ink..... per page.....	\$.....	\$.....

III. ADDITIONAL OPERATIONS.

(a) Inserting loose pages..... per 100 copies .....	\$.....
(b) Two parallel folds..... per 100 leaflets.....	\$.....
(c) Page proofs..... per page.....	\$.....
(d) Additional charge for delivering to the following cities:	
(1) Florence, KY..... per 100 copies .....	\$.....
(2) Cincinnati, OH..... per 100 copies .....	\$.....
(3) Detroit, MI..... per 100 copies .....	\$.....
(e) Inserting items into kraft envelopes (including the cost of sealing and labeling) for inner packaging..... each envelope .....	\$.....
(f) Shrink-film wrapping (including the cost of labeling) for inner packaging..... each package .....	\$.....

Category 3

I. FILMS:

Illustrations: An illustration charge will be **allowed for an element that is not furnished in position on the Government furnished material** and/or that requires a separate exposure. The price offered should include the cost of all proofs, materials, and operations required to produce the illustration in its final form as an integral part of the basic trim/page-size film.

A flat tone shall be charged as a line illustration.

(a) Line..... per illustration .....	\$.....
(b) Square-finish halftone..... per illustration .....	\$.....

(Return this page in triplicate.)

\_\_\_\_\_  
(Initials)

- (c) Color separation (by masking or opaquing)  
for each additional color ..... per page ..... \$\_\_\_\_\_

**NOTE: A charge will be allowed under Item (c) for Government furnished camera copy only.**

- (d) Outputting text pages to film/plate from electronic media.....per  
page.....\$\_\_\_\_\_

**NOTE: Charges under Item (d) must include accessing the electronic files, and all minor revisions/manipulations required.**

- II. COMPLETE PRODUCT: The prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications, with the exception of Items I and III.

A charge will be allowed for each 216 x 279mm (8-1/2 x 11") page of a single-color product, whether printed or blank. For products printing in more than one color, a charge under "Each additional color" will be allowed only for the pages actually printed with the additional color(s).

	Makeready and/or Setup (1)	Running Per 100 Copies (2)
(a) Printing in a single ink color.....per page.....	\$_____	\$_____
(b) Each additional color of ink.....per page.....	\$_____	\$_____

III. ADDITIONAL OPERATIONS.

- (a) Inserting loose pages..... per 100 copies ..... \$\_\_\_\_\_
- (b) Two parallel folds..... per 100 leaflets ..... \$\_\_\_\_\_
- (c) Page proofs ..... per page ..... \$\_\_\_\_\_
- (d) Final fold to 216 x 140 mm (8-1/2 x 5-1/2") including cost of mailing tab and affixing mailing tab and furnished label..... per 100 copies ..... \$\_\_\_\_\_
- (e) Inserting items into kraft envelopes (including the cost of sealing and labeling) for inner packaging ..... each envelope ..... \$\_\_\_\_\_
- (f) Shrink-film wrapping (including the cost of labeling) for inner packaging ..... each package ..... \$\_\_\_\_\_

(Return this page in triplicate.)

\_\_\_\_\_  
(Initials)

ALL BIDDERS MUST FILL OUT PICKUP AND DELIVERY INFORMATION\*

1. Proposed carrier(s) for pickup of Government Furnished Material:

- a. Number of hours from acceptance of print order to pickup of Government Furnished Material.....
- b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant.....

2. Proposed carrier(s) for delivery of completed product:

- a. Number of hours from notification to carrier to pickup of completed product.....
- b. Number of hours from pickup of completed product to delivery at destination.....

\*NOTE: If you are bidding all three categories, and the information above changes per category, please indicate this.

NOTE: The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. Facsimile bids transmitted to GPO offices will not be considered.

BIDDERS NAME AND SIGNATURE: Fill out and return three copies of all pages in "Section 4.- Schedule of Prices", initial or sign each in the space provided and submit with two copies of GPO Form 910, "Bid". Do not enter bid prices on GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder\_\_\_\_\_

\_\_\_\_\_  
(City - State)

By\_\_\_\_\_  
(Signature and title of person authorized to sign this bid)

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)

(Return this page in triplicate.)